

This course is based on helping students to improve their level of professional English so as to be able to communicate effectively in the work environment.

The lessons cover general needs at targeted levels:

- Elementary (A1 – A2)
- Pre- Intermediate (A2 – B1)

In this course we adopt variations of both the Communicative approach- aiding students to become better communicators, and the Lexical approach- focusing on combining words, phrases and expressions, both of which will give students the language skills they need to communicate fluently and accurately in their chosen field.

The course materials focus on adapting the four skills- reading, writing, listening and speaking, as well as focusing on grammar and lexical issues, and pronunciation, all within a centred context.

Student needs are an important aspect that we take into consideration when developing course materials and the themes covered would apply to a wide range of students working in different fields, whilst also personalising to individual needs.

Lessons are based on full immersion where learners are exposed to target language and simulating real- life experience and situations.

**Some of the topics covered in this course:**

- ✓ **Management Style**  
Company organization and structure  
Human Resources Management  
Motivation
- ✓ **Teamwork**  
Building Rapport  
Working on common goals  
Structuring of teamwork  
Roles  
Development of team members  
Giving feedback  
Conflict  
Building a cooperative atmosphere
- ✓ **Meetings**  
Language of Negotiation  
Conflict management
- ✓ **Social English**  
Making appointments/ reservations/ bookings  
Small talk- general topics/ fixed expressions  
Corporate entertaining  
Cultural awareness in social and professional situations
- ✓ **Joining/leaving the workforce**  
Reading between the lines for job adverts  
Writing an application letter  
Interviews: the language and the process  
Writing a CV  
Writing a letter of resignation



**MINI GROUP – GENERAL PRACTICAL ENGLISH FOR THE WORK ENVIRONMENT**

Levels	Elementary (A1 - A2), Pre-intermediate (A2 - B1),
Lessons per Week	20 Sessions @ 45 Minutes per Session
Class Size	Average 4 Students – Maximum 8
Age Recommendation	Minimum 18 Years
Price per Week	320.00 Euro

**MINI GROUP – INTENSIVE ENGLISH FOR THE WORK ENVIRONMENT**

Levels	Elementary (A1 - A2), Pre-intermediate (A2 - B1),
Lessons per Week	30 Sessions @ 45 Minutes per Session
Class Size	Average 4 Students – Maximum 8 Students
Age Recommendation	Minimum 18 Years
Price per Week	420.00 Euro

**ADDITIONAL:**

Course Supplement - July & August	per week	45.00 Euro
Airport Transfers on Request	1 Way	30.00 Euro
	2 Way	44.00 Euro
Guard.me Insurance	per week	10.00 Euro
Fees for text book		40.00 Euro

**ALL OF THE ABOVE COURSES INCLUDE:**

- ✓ Welcome pack including student card
- ✓ AM Student Handbook
- ✓ AM Copy Book
- ✓ AM Pen
- ✓ Discounts @ various outlets
- ✓ Free use of WIFI in the school
- ✓ Free Sim Card on request
- ✓ 24/7 assistance
- ✓ Orientation walk + welcome evening
- ✓ Disco / Parties – 1 per week
- ✓ 1 x Beach Club Entrance per week (June to September)